

ADMINISTRATIVE INTERNAL USE ONLY

FILE: 18-5

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Presentation by Joseph M. Fox



FROM: Edward J. Maloney
Director of Information
Technology

EXTENSION

NO.

OIT 0559-86

DATE

30 June 1986

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for
Administration 7D18 Hqs

2 JUL 1986

ADDA received a copy.
SAL

2.

ADDA Registered

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Cal noted (7/7/86)

18-5

FORM 1-79 610 USE PREVIOUS EDITIONS

ADMINISTRATIVE INTERNAL USE ONLY

OIT 0559-86
30 June 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Presentation by Joseph M. Fox

Bill
I'd like to invite you to hear Mr. Joseph M. Fox, former IBM vice president and author of the book Executive Qualities. He will speak to an OIT audience in the auditorium Wednesday, July 9, from 2 to 5 p.m.

We have asked Joe to discuss the subject of executive qualities, both for the benefit of those about to assume executive responsibilities and those whose responsibility it is to select and train future managers. I want to emphasize the fact that he does not discuss just another management system, but reviews the individual leadership qualities necessary to the success in any organization.

I believe this is an interesting and comprehensive treatment of a subject that is important to the Agency. Please let me know if you will attend so that we can arrange adequate guest seating.



Edward J. Maloney

STAT